

## Deputy Trustee

### **Nature of Work**

This is very responsible clerical and accounting work involving the collection of property taxes for citizens of Sevier County and the processing of revenue from other county offices and departments. The primary responsibilities of this position are the accurate collection of property taxes and the maintenance of accurate financial records. Additional activities associated with the job include providing information and assistance to individuals on the phone and in person, receiving and accounting for tax payments, preparing tax notices, and assisting tax payers who qualify for tax relief. Job responsibilities require a strong background in accounting, considerable organizational and interpersonal skills and dedicated attention to detail. Job performance is evaluated by the County Trustee through review of the accuracy of all completed transactions, ability to interact successfully with the public, local officials, attorneys, mortgage companies, etc. and organizational skills. Work is also subject to state audit for compliance with established operating procedures and accuracy of daily transactions.

### **Illustrative Examples of Work**

- Collects property taxes from the public and mortgage companies, makes entries in appropriate ledgers and provides receipts.
- Answers the phone, greets customers and provides information about taxes, penalties, etc.
- Assists in preparing and mailing tax notices five times during the fiscal year.
- Assists financial institutions, attorneys, real estate agencies and title companies with information regarding tax payments and deposit accounts.
- Files bankruptcy claims with the court, maintains hard copy files, enters the information into the computer and submits delinquent bankruptcies with the Clerk & Master's office.
- Prepares change orders received from the Property Assessor's office including value changes, pickups, new owners, rollback taxes and balance tax aggregates.
- Receipts monies and miscellaneous income from other county offices and departments and insures that they are deposited in the proper account.
- Processes tax payments received by mail and mails receipts back to the taxpayer.
- Enters and deletes mortgage company tax information in the computer.
- Updates information in the computer database such as change of address, property changes of ownership, etc. and researches records to update incorrect addresses.
- Processes incoming mail and outgoing mail.
- Assists with completing applications for state tax relief program for eligible elderly and/or disabled constituents.
- Assists with balancing cash drawers on a daily basis and insures computer back ups are performed on a daily basis.
- Coordinates office activities with the Property Assessor's office, Register of Deed's office and the Clerk & Master office to insure the accuracy of property ownership, address changes, delinquent taxes, etc.

- Calculates employee payroll records including time worked, use of sick and annual leave, accumulation of compensatory time, and submits to the payroll department for processing.
- Coordinates daily activities with the Accounting Department for the receipting of funds.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited high school including or supplemented by courses in accounting, banking, and/or bookkeeping (Associate Degree preferred); experience in general clerical and bookkeeping work; experience working with the public; good organizational, interpersonal and decision making skills; ability to consistently deal with detailed financial information in an accurate manner; or any equivalent combination of education and experience to provide the following critical knowledge, abilities, and skills:

- Considerable knowledge of the policies and procedures established for the Sevier County Trustee's office.
- Considerable knowledge of the principles and practices of bookkeeping and basic accounting including balancing and reconciling daily transactions, use of internal controls, receipting of revenues, etc.
- Considerable knowledge of the organization and functions of the Sevier County Trustee's office.
- Knowledge of T.C.A. regulations pertaining to tax collection, tax relief, property assessments including required monetary transactions.
- Knowledge of the general operations and functions of other Sevier County Government offices that involve the Trustee's office operations including the Accounting Department, Register of Deeds, Property Assessors office and Clerk & Masters office.
- Knowledge of the probate process as it pertains to the disposition of property in wills and other legal documents.
- Ability to apply basic and advanced bookkeeping principles and practices and maintain appropriate standards of accuracy and integrity for all financial transactions.
- Ability to make arithmetic computations and tabulations rapidly and accurately.
- Ability to deal with detailed and complex information in a consistently accurate manner.
- Ability to communicate effectively in oral and written forms.
- Ability to interact in a professional and effective manner with co-workers, other county employees, financial institutions, attorneys, local officials and the public.
- Skill in the operation of contemporary office equipment including FAX machines, photocopiers, calculators, postage machines, etc.
- Skill in the use of a computer terminals, proprietary software programs (Local Government) and word processing, database management and spreadsheet applications.

### **Necessary Special Requirement**

-Incumbents must be bondable.  
Sevier County Government  
FLSA – Non-Exempt  
11/21/2014